

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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Policy Subject: Supply Request Form	
Policy Number: ADP 09	Standards/Statutes: ARM 37.27.120
Effective Date: 01/01/02	Page 1 of 2

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**PURPOSE:** To provide a means for staff to order supplies for themselves and patients.

**POLICY:** Specific steps will be followed when requesting supplies to ensure that staff and patients will have adequate supplies.

**PROCEDURE:**

I. Supply request forms are provided for staff to use when requesting supplies. Request forms are located on each floor at the nurse's station.

- A. The staff member will complete a supply request form indicating specific supplies required and the quantity necessary.
  - B. The completed request form is to be placed in transportation officer's mailbox.
  - C. Supplies will be delivered on Friday of each week.
  - D. The person delivering supplies will keep the white copy of the form and leave the yellow copy with order. If an item is unavailable it will be noted on the request form.
  - E. The transportation officer will keep the original white copy on file.
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Revisions: \_\_\_\_\_

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